

MINIMUM QUALIFICATIONS AND OFFER SHEET

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City of Seattle**RFP- 2439R****TITLE: Trees & Plants**

Note to bidders: This is an electronic form if you click your cursor on the box an "X" will appear. Where the gray box appears, this is a text box. Simply type in your response and the form will automatically adjust its spacing.

Minimum Qualifications: Describe below how your company meets the minimum qualifications.

1. Does your company have a minimum of 3 years of brokerage experience or 5 years growing experience?

☒ Yes ☐ No Briefly describe your experience. Pacific Plants has been in business for 19 years - since 1989. We are wholeslae plant brokers, supplying various types of projects throughout the nowthwest. We supply commercial sites, streetscapes, parks, as well as wetland and native projects.

2. What professional industry-related association such as International Society of Arboriculture, National Arborist Association, American Nursery and Landscape Association, Washington State Nursery and Landscape Association are you a member of and how long you have been a member? Washington Association of Landscape Professionals, American Society of Landscape Architects, Washington State Nursery and Landscape Association, Oregon Association of Nurseries and the International Society of Arboriculture.

Products & Services

1. Describe the range of products and/or services your company has to offer the City. Pacific Plants can supply an entire plant list, and work through substitutes with the specifier enabling the project to proceed on schedule. We can also supply the difficult to locate items through the extensive network of northwest growers that we have relied upon for almost 2 decades. We can also supply the best price on everyday items as they go on sale due to oversupply. Since we don't publish a catalog our priices are never outdated and we typically will bid on a project within 24 hours, often sooner. We supply all manor of hardy outdoor landscape plant material from large specimen trees, shrubs and groundcovers to perennials, grasses, and natives.

2. Do your products meet the American Standard for Nursery Stock (ANSI) Z60.1?

☒ Yes ☐ No

3. Describe the largest project for which you have provided plant material. The following 4 projects were all very large; Super Mall in Auburn, Emerald Downs in Auburn, Chehalem-Diablo renovation in Marblemount, Suncadia Development in Cle Elum.

4. Are your products certified pest and disease free? ☒ Yes ☐ No

Customer Service

Company Name: PACIFIC PLANTS, INC.

1. What are your operating hours? 7 a.m. to 5 p.m. Monday through Friday

2. Describe how customer orders are received, processed and delivered? We bid a project to our customers and once the order is confirmed it is entered into our system. The various growers are noted and the dispatcher routes the pick ups for the day prior to delivery. The day prior to delivery the routes are set and the delivery times are estimated and we call the customer with the eta. Often the customer is called by the driver on the way to a jobsite or holding yard to meet the truck, at the customer's request. The customer then inspects the plant material and signs for it.

- ☒ Yes - Partial deliveries are possible
☐ No - only whole orders will be delivered

List any qualifications or limitations regarding orders and deliveries (e.g. minimum quantities, if applicable) no quantity minimums. If orders are under \$1,000 a delivery charge applies (\$75). Otherwise, any amount of plant material can be picked up in our yard in Issaquah.

3. Describe how customer complaints are resolved. If the size of the plant does not meet the size that was ordered, the customer is either credited for the smaller size or the plants are picked up and the agreed upon size redelivered. It is rare to have complaints but they are always resolved in a timely manner. Our customers are our reason for being in business!

4. Describe how you deal with plant quality issues. If there is an issue with quality it is discussed with the person purchasing the material and the broker and a solution is agreed upon. If plant material needs to be replaced, it is picked up and exchanged in a timely manner. It is rare to have quality complaints but there is always resolution.

5. Describe how invoicing is done and tracked. When the signed delivery slip is returned to Pacific Plants by the driver, our accounting department will then mail and

6. Describe how customer deliveries are set up and delivered. As noted above the dispatchers route the plant pick ups 2 or 3 days prior to the delivery day. This gives the growers time to field evaluate the crops and advise us of any issues. If there are problems we have sufficient time to solve them prior to shipping. It also gives time to field tag and dig trees. The growers are advised what is expected in terms of variety, quantity, quality and size specifications and when the drivers pick up the plants they are responsible to oversee loading. On the morning of the delivery often plant material is moved from one truck to another and the order is compiled and checked against the delivery tickets. As noted above, the day prior to delivery the routes are set and the delivery times are estimated and we call the customer with the eta. Often the customer is called by the driver on the way to a jobsite or holding yard to meet the truck, at the customer's request. The customer then inspects the plant material and signs for it.

- Delivery capabilities (check all applicable boxes)

- ☒ Delivery only
☒ Delivery/off-load
☒ Delivery availability (days of week) Monday through Friday, although Tuesday and Thursday are the typical delivery days due to loading the day prior.

- Off-load capabilities (check all applicable boxes)

- ☒ None
☒ Easy-lift tailgate
☐ Crane
☐ Bobcat

7. Do you have customer pick up available? ☒ Yes ☐ No If available, please describe the process, hours/day of operation. Monday through Friday 9 a.m. to 3 p.m. or by arrangement.

- On Site Storage facilities available – (for optional pick-up, by city, of partial orders) (time limitations, if applicable)

☐ None

☐ Refrigeration

☒ Open holding area

☐ Covered holding area

Additional comments or other plant related provided by your company. _____

Past Experience & References

1. Does your company hold any other government contracts for providing plant material?

☒ Yes ☐ No

2. If yes, identify the agency, the nature of contract, length of contract and dollar value of the contract.

<u>Agency</u>	<u>Nature of Contract</u>	<u>Length of Contract</u>	<u>\$ Value of Contract</u>
City of Tacoma	Street Tree Program	1 year - 9-17-08 through 9-17-09	\$65,000 estimate

Provide three (3) references outside City of Seattle employees below.

<u>Company / Agency</u>	<u>Contact name</u>	<u>Phone #</u>
1. <u>City of Tacoma Public Works</u> <u>253-591-5511</u>	<u>Jennifer Kammerzell</u>	
2. <u>City of Bellevue Parks</u> <u>425-452-7924</u>	<u>Tom Kuykendall</u>	
3. <u>City of Federal Way Public Works</u> <u>253-835-2727</u>	<u>Pat Foster</u>	

Below are the **Market Basket Scenarios** which we will use **only** to evaluate pricing. It is MANDATORY that you provide a Unit Price. If there is an error between Unit Price (price per each) and extended price, the City will correct the extended price. You will see delivery locations for each scenario; this is provided so you can provide pricing to our location. Please check the appropriate box below if you are a broker or a direct purchase

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vendor. For every box checked please submit one Market Basket Spreadsheet for evaluation. Proposers may submit market basket spreadsheets for one or both scenarios. (Spreadsheets located on page # 17 section 3 of the RFP)

SCENARIO 1: Trees

Bidders may choose to bid on one or both ☒ Broker Services, ☐ Direct Purchase of Wholesale plants

The Seattle Department of Transportation (SDOT) would like to purchase plant materials identified in the scenario 1 spreadsheet for delivery to:

Seattle Department of Transportation
West Seattle yard
9200 8th Ave SW
Seattle, WA

SCENARIO 2: Plants, Ornamental Ground Cover, Perennials, Shrubs

Bidders may choose to bid on one or both ☒ Broker Services, ☐ Direct Purchase of Wholesale plants

The Seattle Parks Department needs the scenario #2 plant material delivered to:

Magnuson Park
Seattle Conservation Corps
7400 Sand Point Way NE
Seattle, WA

Bidders are to note items below

1. Do not mark, write-in or add any exceptions to the specifications, schedule, terms or conditions. Do not attach alternative boilerplate. Any such exceptions can invalidate your Offer and the Buyer can reject your Bid.
2. Price Changes in future contract years shall be in accordance with the specifications. Whole sale and mark-up discount rates will not change through the life of the contract. Other price changes are restricted to the specifications stated in the solicitation and the contract.

Company Name: PACIFIC PLANTS, INC.

Bidders are to complete the section below as applicable

1. **Prompt Payment Discount:** _____ % _____ days. Note: Prompt payment discount periods equal to (or greater than) 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by the amount of that discount.
2. **Bidder Agrees To Deliver FOB: Destination; Freight: Prepaid and included** with a minimum order of \$1,000. For orders not meeting minimum requirements, we will charge \$75 delivery fee. It is further understood that discount pricing will be in effect for all orders regardless of dollar value picked up at supplier's place of business.

The percentage rates that you identify in items 3 & 4 must match the rates quoted in the Market Basket scenario spreadsheets.

3. **Indicate applicable mark up rate for Plant Broker**

☒ Broker mark up 35%

4. **Check applicable discount** to be offered to the City for direct purchase.

☐ Retail Price List _____ % discount
☐ Jobber/ Wholesale Prices _____ % discount

5. **Specify if the Business is located within the Seattle City Limits:** Businesses located and licensed within the Seattle City limits are eligible for Seattle tax consideration for purposes of calculation of low bid. This shall be equivalent to a reduction of the cost for purposes of bid evaluation only, of .025.

☐ Yes ☒ No

6. **Interlocal Agreement:** The City of Seattle has entered into Interlocal Agreements with other governmental agencies pursuant to RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies?

☒ Yes ☐ No

Full Legal Name of Company: PACIFIC PLANTS, INC.

Signed By: Sarah Fletcher Date: 2/4/09

Print Name: SARAH FLETCHER